



This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved
O.M.B. No. 1220-0011

Report Number	Industry	We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
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For Location:

Please retain for your records

: 1-

A. Contact person, in case of questions: Your Name	Title	Phone Number	FAX Number	E-mail Address
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B. Please provide the number and location of establishments covered by this report.	City	County	State
Number of establishments			

C. Please check one: Nonsupervisory employees are paid	<input type="checkbox"/> each week	<input type="checkbox"/> every 2 weeks	<input type="checkbox"/> twice a month	<input type="checkbox"/> once a month
	<input type="checkbox"/> other, specify: _____			

D. Please check one: Nonsupervisory employees are paid commissions	<input type="checkbox"/> each week	<input type="checkbox"/> every 2 weeks	<input type="checkbox"/> twice a month	<input type="checkbox"/> once a month
	<input type="checkbox"/> other, specify: _____			

E. Please complete columns 1-4 and 6 for the single pay period checked in C above which includes the 12th of the month. Complete column 5 for the commission period checked in D above which includes the 12th of the month. Detailed directions are on the back.

Reference Period	(1) All Employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees Report the number of employees from column 1 who are women	(3) Non-supervisory Employees: Report the number of employees from column 1 who are nonsupervisory workers	(4) Nonsupervisory Employee Payroll: Report the total nonsupervisory worker payroll, including overtime and excluding lump sum payments for the pay period that includes the 12th of the month OMIT CENTS	(5) Commissions of Nonsupervisory Employees Report the total commissions earned for the period that includes the 12th of the month OMIT CENTS	DO NOT USE BLS USE ONLY	(6) Nonsupervisory Employee Hours Report the total nonsupervisory worker hours paid, including overtime, for the pay period that includes the 12th of the month OMIT FRACTIONS	(7) Commodities	BLS Use Only LP
12=DEC				\$					
01=JAN				\$					
02=FEB				\$					
03=MAR				\$					
04=APR				\$					
05=MAY				\$					
06=JUN				\$					
07=JUL				\$					
08=AUG				\$					
09=SEP				\$					
10=OCT				\$					
11=NOV				\$					
12=DEC				\$					

F. Please report comments on significant changes in your employment, payroll, or hours on the back. Also list the corresponding comment code in column 7.

For what time period should I complete this form?

Complete this form only for the single pay period checked in Part C (weekly, monthly, etc.) that includes the 12th day of the month. Payroll and hours (Part D, columns 4-6) should be reported for the entire pay period checked in Part C, regardless of its length.

Commissions (Part E, column 5) should be reported for the entire commission period checked in Part D, regardless of its length. If your commission period ends more than two weeks after the end of the pay period checked in Part C, do not delay this report. Instead, report commissions on a one month lag.

If your pay period is Monday through Friday, and the 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1 All Employees:

Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12th of the month.

Include in "All Employees":

- * salaried officials of corporations
- * executives and their staff
- * persons on paid vacation
- persons on paid sick leave
- persons on other paid leave
- part-time employees
- trainees

COMMON REPORTING ADJUSTMENTS:
Please pay special attention to items marked with an asterisk (*).

Exclude from "All Employees":

- proprietors
- pensioners
- unpaid family workers
- partners of unincorporated firms
- persons on strike the entire pay period
- * persons on leave without pay the entire pay period
- armed forces personnel on active duty the entire pay period
- outside contractors and their employees

Column 2 Women Employees:

Enter the number of employees from column 1 who are women.

Column 3 Nonsupervisory Employees:

"Nonsupervisory employees" **includes** every employee except those whose major responsibility is to supervise, plan, or direct the work of others. Enter the number of employees from column 1 who are nonsupervisory employees. **Nonsupervisory employees excludes** all employees in column 1 who are:

- executives
- department heads
- managers
- officers of corporations

"Nonsupervisory employees" **includes** working supervisors and group leaders who may be "in charge" of a group of employees, but whose supervisory functions are only incidental to their regular work.

Column 4 Nonsupervisory Employee Payroll:

Enter the total amount of pay earned during the entire pay period checked in Part C (weekly, etc.) for all nonsupervisory employees in column 3. Do not include commissions. Commissions are reported in column 5.

Report pay **before** employee deductions for:

- FICA (social Security)
- unemployment insurance
- health insurance
- pensions
- pay deferral plans (401K plans)
- Federal, State, and local income taxes
- bonds
- union dues

Include pay for:

- * bonuses paid each pay period
- overtime
- holidays
- vacations
- sick leave
- other paid leave

Exclude:

- * bonuses not paid each pay period
- tips
- commissions
- * lump sum payments
- * retroactive pay
- payments-in-kind (meals, etc.)
- annual pay for unused leave
- pay advances, such as vacation
- pay advances
- travel expenses

Column 5 Commissions of Nonsupervisory Employees:

Enter commissions (not base pay, drawing accounts, or basic guarantees) paid to all nonsupervisory employees in column 3 during the commission period checked in part D (weekly, etc.). If no commissions are paid, check the appropriate box in Part D and leave column 5 blank.

Column 6 Nonsupervisory Employees Hours:

Enter the total number of hours paid for during the entire pay period checked in part C (weekly, etc.) for all non-supervisory workers in column 3. Do not convert overtime or other premium hours to straight-time equivalent hours. "Hours paid for" is the sum of :

- Hours worked, including overtime hours
- Hours paid for stand-by or reporting time
- Hours not worked, but for which pay was received directly from the firm. Included are holidays, vacations, sick leave, or other paid leave.

E. Your Comments. Check the box which best indicates the reason for significant changes in employment (Emp), payroll (PR), or hours (Hrs). Circle the item(s) (Emp, PR, or Hrs) to which the comment applies. Please enter the comment code on the front of the form in Column 7.				Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	Increase in % of lower paid workers = 22	Increase in % of higher paid workers = 23	Longer scheduled work week = 41	Shorter scheduled work week = 40	Increase/decrease in commissions = 32	More overtime = 27	Wage rate increase = 21	Permanent Shutdown = 86	Strike = 08	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data.
JAN	Emp	PR	Hrs														
FEB	Emp	PR	Hrs														
MAR	Emp	PR	Hrs														
APR	Emp	PR	Hrs														
MAY	Emp	PR	Hrs														
JUN	Emp	PR	Hrs														
JUL	Emp	PR	Hrs														
AUG	Emp	PR	Hrs														
SEP	Emp	PR	Hrs														
OCT	Emp	PR	Hrs														
NOV	Emp	PR	Hrs														
DEC	Emp	PR	Hrs														